

WSMR, INC. TRAINING PROGRAM

1. As I stated during my many WSMR, Inc. presentations, I am deeply committed to the idea that all employees require job-related training to perform at their best. As such, I continue in my commitment to ensuring that workers receive the necessary training to perform their jobs. A training fund has been created to meet this commitment as part of WSMR, Inc. To qualify to use these funds each employee and his or her immediate supervisor were asked to determine the top priorities for training needed to meet job requirements. Together they were asked to complete a form identifying those needs. All forms submitted were incorporated into a WSMR-wide database.

2. My policy is that training funded by WSMR, Inc. training funds will be based on training needs identified on the training form. If an employee has been placed in a new job after the form was submitted, has changed supervisors or was not present when the forms were prepared, a new/replacement form can be obtained from my POC and will be accepted for inclusion in the database.

3. In addition, I have determined that all employees in supervisory, managerial, or leadership positions attend certain specified mandatory management training designed to keep them current with the best practices and skills in fulfilling their duties as WSMR leaders. This training will be funded by WSMR, Inc. in addition to the priority training listed below.

4. Where conflicts or competing requirements occur, WSMR, Inc. training funds will be utilized or distributed IAW the following priorities: The first priority training is for all employees who have been placed in WSMR, Inc. jobs requiring different skills than previously used. The second priority will be to employees who were not trained and who still require training for jobs assigned during the last VERA/VSIP. The third priority is for certification and recertification courses and the fourth priority is to prepare employees to meet changing technology to improve or expand job performance.

5. A list of training requested by each subordinate employee along with that employee's training history will be provided to each supervisor to confirm or reassess training requirements and priorities. The supervisor can then contact the Training Office (RM-H-T) to discuss the best course of action to meet the training needs of his or her employees.

6. For training to be paid by WSMR, Inc. training funds, the supervisor will then submit a Request, Authorization, Agreement, Certification of Training and Reimbursement Form (DD Form 1556)

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through the supervisory chain to the office of the Chief Operating Officer/Technical Director (COO-R) requesting the agreed upon training. Compliance with WSMR training priorities will be validated and the form will be forwarded to RM-F for a WSMR, Inc. training fund cite. It will then be processed through established channels without delay.

7. Training requests submitted on Form 1556 and processed through the COO-R will be given consideration for receipt of funds under WSMR, Inc. according to the above process. Training not intended to be funded through WSMR, Inc. should be remitted directly to RM-F for processing through established channels.

8. Specific guidance on this matter can be obtained from my POC in COO-R, Ms. Linda Shepard, 678-5811.

JERRY L. LAWS
Brigadier General, USA
Commanding

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